# IV-D26 Reference

The Reference Descriptor Table is used to establish a three-digit code that identifies agency appropriations by type (i.e., Budget Act) and classification (i.e., Support).

The Reference Descriptor Table ID is **26** and is available on the Command **I.5**: Agency Descriptor Tables screen.

## **STRUCTURE**

The Reference Descriptor Table is divided into two segments: the control key and informational elements. The control key uniquely identifies each Reference record and contains the Descriptor Table Identification (ID), Organization Code, and Reference code.

The Organization Code is determined by the Userid. Reference codes are displayed in the Uniform Codes Manual and reflected on the State Controller's Agency Reconciliation Report.

The informational element segment for the Reference Descriptor Table is the title.

#### **RELATIONSHIP TO OTHER TABLES**

The Reference code must be created before it is used in Appropriation Symbol, Budget Sequence, and Fund/Fund Source Descriptor Table (D53) entries.

## **INPUT CODING**

A listing of the fields contained on the Reference Entry screen and/or the activity reports is shown in Exhibit IV-D26-1. The exhibit includes explanations of the fields as well as coding instructions for data entry.

Data entered on the Entry screen is keyed from the Reference Descriptor Table Entry form (CALSTARS 1.26). The form, shown in Exhibit IV-D26-2, is formatted the same as the Entry screen and is available at <a href="http://www.dof.ca.gov/html/calstars/forms.htm">http://www.dof.ca.gov/html/calstars/forms.htm</a>.

All table maintenance must be recorded on the Table Maintenance Log (CALSTARS 20), as described in the *Table Maintenance Log* section of Chapter IV.

## REFERENCE ENTRY SCREEN

The Entry screen shown below is available through Command I.5.26.

All Reference Descriptor Table maintenance (**A**=Add, **C**=Change, **D**=Delete, **N**=Next, **P**=Print Table, **R**=Recall Maintenance/Print, **V**=View, and **W**=Print Record) may be performed from the Reference Entry Screen.

#### REFERENCE LIST SCREEN

The List screen is displayed when the F5=List key on the Entry screen is pressed.

Most table maintenance (**C**=Change, **D**=Delete, **P**=Print Table, and **R**=Recall Maint/Print, **V**=View, and **W**=Print Record) may be initiated from the List screen. The List screen gives agencies the ability to select multiple records from the screen. Scrolling to another screen for additional selections is not allowed until all selected maintenance is concluded.

An example of the screen is shown below.

```
9990 Reference (D26) List
                                                           03-14-2005 09:00 AM
Function: _ (P=Print Table, R=Recall Maint/Print)
                                                              Go to Ref: ___
Enter under F below: (C=Change, D=Delete, V=View, W=Print Rec)
F REF
                           TITLE
  001 BUGDET ACT ITEM -- SUPPORT
  002 BUDGET ACT ITEM -- SUPPORT
  003 BUDGET ACT ITEM -- SUPPORT
  011 BUDGET ACT ITEM - SUPPORT
  101 BUDGET ACT ITEM -- LOCAL ASSISTANCE
  102 BUDGET ACT ITEM -- LOCAL ASSISTANCE
  301 BUDGET ACT ITEM -- CAPITAL OUTLAY
  302 BUDGET ACT ITEM -- CAPITAL OUTLAY
  311 BUDGET ACT ITEM -- CAPITAL OUTLAY
  501 NON-BUDGET ACT ITEM - SUPPORT
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
     Help Retrn Quit Log
                                        Bkwrd Frwrd Clear
                                                                      Main
```

The list of records is displayed in Reference order. If the Entry screen is blank when **F5** is pressed, the list will begin with the first sequential record for the department. Otherwise, it will begin with the record shown when **F5** was pressed.

To find a specific Reference record, enter the code in the "Go to Ref' field and press **Enter**. If the requested record exists, it will be the first record listed on the screen. If it does not exist, the list will start with the next sequential record.

To perform maintenance, either enter a **P** or **R** in the Function Field <u>or</u> enter a **C**, **D**, **V** or **W** in the F action column to the left of the desired record. Values cannot be keyed in the Function field and the F action column at the same time. However, multiple records may be selected from the F action column.

When multiple records are selected from the List screen and **Enter** is pressed, the first record retrieved is displayed on the Entry screen. When **C** or **D** is selected, the **C** or **D** is inserted in the Function field on the Entry screen. The **F2** key is used to go to the next record. All records are displayed in ascending order (by Reference). All maintenance must be completed or cancelled (by pressing **F2** Next) before the List screen may be re-accessed.

## REFERENCE ACTIVITY LOG SCREEN

The Activity Log screen provides a historical log of all activity performed. The screen is displayed when the **F4**=Log key on the Entry or List screen is pressed. An example of the screen is displayed below.

The list of activity records is sorted by date when **F4** is pressed if the Entry screen is blank or if the cursor on the List screen is not positioned on a record. The records are displayed in descending order beginning with the most recent activity performed. A **D** is displayed in the Sort field, and the Date/Time columns are displayed in white to indicate Date/Time as the sort order.

The list of activity records is sorted by Reference when **F4** is pressed if a record is displayed on the Entry screen or if the cursor is positioned on a List screen record. The records are displayed by Reference in ascending order beginning with the Reference of the record previously on the Entry screen or the Reference of the List screen record where the cursor was positioned. If there are multiple activity records for the same Reference, those records are displayed by Date/Time with the most recent transaction on top. The Sort field displays a **K**, and the Reference column is displayed in white to indicate Reference as the sort order.

Activity records may be re-sorted by keying a **D**=Date/Time, **U**=UserID, or **K**= Reference in the Sort field. For example, when **U**=UserID is keyed, the records are displayed in ascending order by UserID.

To search for a specific record(s), key a Date/Time, UserID, or Reference in the 'Go To' fields available below the Sort field. The first record matching the selection criteria displays on the first line, and the records are re-sorted according to the search field used. If multiple matching records are found, the matching records are displayed by Date/Time with the most recent transaction on top. If no matching record is found, the next sequential record is displayed according to the search field used.

Although all Reference Table records can be viewed on the Reference Entry screen, only the most recent activity records can be viewed on the Log screen. Each year on March 31 records older than three years are purged.

#### LOG DETAIL SCREEN

The Log Detail screen displays the maintenance activity for a selected record. The Log Detail screen is accessed from the Activity Log screen. To view a maintenance record, place the cursor on any record line and press **F5**=Dtail.

An example of the Log Detail screen is displayed below.

```
9990 Reference Log Detail - Date/Time Order 08-22-2007 02:03 PM

Function: A DATE: 01-24-2007 TIME: 03:08:35 PM USERID: CSAQKLC

REFERENCE: 015

TITLE : BUDGET-ACT SUPPORT

Command:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Retrn Quit Bkwrd Frwrd Main
```

Note that the Function as well as the entire maintenance record is displayed. For Change maintenance transactions, the changed fields are highlighted.

The F7 and F8 keys are used to scroll through the maintenance records. The sort specified on the Activity Log screen is maintained when scrolling through the Log Detail records.

#### TABLE MAINTENANCE FUNCTIONS

The following functions are performed online for an immediate update. Updated records are ready for use as soon as they are successfully entered.

#### A=Add

## From The Entry Screen:

Key an **A** in the Function field and the appropriate values in the Reference and Title fields to **A**dd a record to the Reference Table. When all data is entered on the screen, press **Enter**. If the transaction passes all online edits, it updates the Descriptor Table file. A fresh screen is displayed with blank data fields, and a message confirming that the record was added successfully is displayed at the bottom of the screen.

## From The List Screen:

The Add function is not available on the List screen.

## C=Change

Only the Title field can be changed in the Reference Table. Modification to the Reference field requires the deletion of the original record and the addition of a new record.

## From the Entry screen:

To **C**hange a record, the record must first be displayed on the screen. To display a record and make a change, either:

- (1) Scroll through the records using the **F7** and **F8** keys, and key a **C** in the Function field of the desired record.
- (2) Key a **V** in the Function field, the appropriate values in the Reference field, and press **Enter** to **V**iew a record. Key a **C** in the Function field.
- (3) Key a **C** in the Function field, the appropriate values in the Reference field, and press **Enter**.

Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. A message confirming that the record was changed successfully is displayed at the bottom of the screen.

#### From The List Screen:

Key a **C** in the F action column to the left of the desired record(s), and press **Enter** to display the record on the Entry screen. Key over the field to be changed, and press **Enter**. When **Enter** is pressed, the record is displayed with the change. A message confirming that the record was changed successfully is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

#### D=Delete

## From The Entry Screen:

To **D**elete a record, either:

- (1) Scroll through the records using the **F7** and **F8** keys, key a **D** in the Function field of the desired record, and press **Enter**.
- (2) Key a **V** in the Function field, the appropriate values in the Reference field, and press **Enter** to **V**iew a record. Key a **D** in the Function field, and press **Enter**.
- (3) Key a **D** in the Function field, the appropriate values in the Reference field, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed. An example of the pop-up screen is shown below.

ACTION CONFIRMATION

Delete Descriptor Record

Press PF4 to confirm; PF2 to cancel

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Reference Table.

A message confirming that the record was deleted successfully or that the **D**elete function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank.

## From The List Screen:

Key a **D** in the F action column to the left of the desired record, and press **Enter**.

The record and the Action Confirmation pop-up screen are displayed.

If **F4** is selected, the record is deleted immediately.

If **F2** is selected, the record remains in the Reference Table.

A message confirming that the record was deleted successfully or that the **D**elete function was cancelled is displayed at the bottom of the screen. When either is selected, the record remains on the Entry screen, and the Function field is blank. Use **F2** to proceed to the next selected record or to return to the List screen.

#### N=Next

#### From The Entry Screen:

**N**ext performs the same as the **A**dd function, except the data remains on the screen after **Enter** is pressed.

#### From The List Screen:

The **N**ext function is not available on the List screen.

#### P=Print Table

The **P** function provides agencies the option of generating an electronic report file of the Reference Descriptor Table Listing Report and/or printing the report. The report contains all records within the Reference Table and is displayed in Exhibit IV-D26-3.

## From The Entry Screen Or The List Screen:

Key a **P** in the Function field, and press **Enter** to display the Print/Report File Selection pop-up screen. An example of the pop-up screen is shown below.

```
Print/Report File Selection
Descriptor Table - Reference (D26)

_ Enter Destination:
    F=Report File only
        Report File: CS9990.CSI902.TBL-D26.IQ.D2050314.T1009597
P=Printer Output and Report File
        Printer ID: CTP2 Report Class: Z Report ID: ITBL
        Report File: CS9990.CSI902.TBL-D26.IQ.D2050314.T1009597
O=Printer Output after Overnight Processing
        Printer ID: CTP2 Report Class: A Report ID: TBLE

Press Enter to submit the request, or press PF2 to cancel
```

Key one of the following 3 options in the Destination field:

- ◆ F Immediately generates an electronic report file of the Reference Descriptor Table Listing Report (CSI90226)
- P Immediately generates an electronic report file (CSI90226) and ROPES the Reference Descriptor Table Listing Report (CSI90226) report to an agency printer
- ◆ O ROPES the Reference Descriptor Table Listing Report (CSB90226), including the current day's maintenance, to an agency printer after overnight processing is completed

When **Enter** is pressed, a confirmation message is displayed at the bottom of the screen.

**Note**: To request a change to the printer/file destination or output media for a specific report, send an e-mail to <a href="mailto:calstars@dof.ca.gov">calstars@dof.ca.gov</a>. Include 'Report Routing' in the subject line.

#### R=Recall Maint/Print

The Recall function is used to delete overnight table maintenance before it is processed. For the Reference Table, overnight print maintenance (option O) is the only maintenance that may be recalled.

## From The Entry Screen Or The List Screen:

Key an **R** in the function field and press **Enter** to display the Recall Overnight Maintenance/Print Request pop-up screen as shown below.

```
Recall Overnight Maintenance/Print Request
Descriptor (DT) Table

Select one or more with a 'Y':

Remove the request to Print D26
Remove the request to Print D34
*** End of Data ***

Press Enter to remove the request(s).

PF2
PF7
PF8
Retrn
Bkwrd Frwrd
```

Key a **Y** in the field to the left of the desired maintenance or print request, and press **Enter** to delete the request. A confirmation message is displayed at the bottom of the screen.

#### V=View

#### From The Entry Screen:

Key a **V** in the Function field, the appropriate value in the Reference field, and press **Enter** to **V**iew a record. A confirmation message is displayed at the bottom of the screen.

#### From The List Screen:

Key a **V** in the F action column to the left of the desired record, and press **Enter**. A confirmation message is displayed at the bottom of the screen. Use **F2** to proceed to the next selected record or to return to the List screen.

#### W=Print Record

The **W** function immediately prints a single record report (CSI90226) <u>and</u> generates a single record report file from the Reference Table. The printed report is ROPED to the agency printer in the ITBL queue. The electronic report file naming convention is CSxxxx.CSI902.TBL-D26.IQ.Dcyymmdd.Thhmmss.

## From The Entry Screen:

Key a **W** in the Function field, the appropriate value in the Reference field, and press **Enter** to print the record and generate the report file. The record is displayed with a confirmation message at the bottom of the screen.

## From The List Screen:

Key a **W** in the F action column to the left of the desired record, and press **Enter** to print the record and generate the report file. The record is displayed on the Entry screen with a confirmation message. Use **F2** to proceed to the next selected record or to return to the List screen.

## **FUNCTION (F) KEYS**

The program function keys are used for online help, for efficient navigation to various online screens, for establishing defaults, and for clearing the screen. The following F keys are available for the Reference Descriptor Table screens:

**F1=Help**—The following two types of online help is available on pop-up screens:

• Field look-up assistance is available for fields that display a ">" (greater than) sign to the right of the field label. When the cursor is placed on any space

within a field having a ">" and **F1** is pressed, a pop-up screen displays a list of the available values for that field. To locate a desired code, use the F7 and F8 keys to scroll through the listing or use the search option. To begin a search, enter a portion or all of a number in the field at the top of the pop-up window and press Enter. To insert a code on the Entry screen, use the mouse or arrow keys to place the cursor on the row that includes the desired code. The code is automatically inserted on the Entry screen when Enter is pressed.

- **NOTE:** When table look-up assistance is used with the Reference field, the entire record is displayed when a selection is made.
- General text information is available when the cursor is placed on the screen and **F1** is pressed. This does not apply for fields with look-up assistance.
- **F2=Retrn** (Return) or **Next**—The following two functions are available for the **F2** key.
  - **Retrn**—Exits the present activity and displays the prior or higher order menu or screen. All data entered on the screen, but not accepted before exiting, is lost.
  - Next—When more than one record is selected for action from the Reference List screen and Enter is pressed, the first selected record is displayed. The label below the F2 key changes from Retrn to Next. When F2=Next is pressed, the next selected record is displayed. When the last record is displayed, F2 changes from Next to Retrn.
- **F3=Quit**—Exits the present activity in preparation for CALSTARS logoff. An action confirmation pop-up screen will display to confirm the **Quit** action. Data entered on the screen, but not accepted for processing, remains on the screen if **F2** (resume) is selected. When **F3** is selected, the CALSTARS logoff is initiated. All data entered on the screen, but not accepted for processing, is lost.
- **F4=Log**—Displays the Reference Log Activity screen.
- F5=List or Log Detail—The following two functions are available for the F5 key.
  - **List**—Displays the Reference List screen.
  - Log Detail—Displays the Reference Log Detail screen.
- **F7=Bkwrd** (Backward)—Go to the previous record (page of records).
- **F8=Frwrd** (Forward)—Go to the next record (page of records).

**F9=Clear**—Erases all keyed fields.

**F12=Main**—Go to the CALSTARS main menu. All data entered on the screen, but not accepted for processing, is lost.

#### REFERENCE DESCRIPTOR TABLE REPORTS

The following reports are system generated:

- Reference Descriptor Table Activity Report (CSB90126) This report displays each transaction successfully entered on-line during the work day. It is produced after overnight processing whenever on-line table maintenance is completed. The report is displayed in Exhibit IV-D26-3.
- Reference Descriptor Table Upload Activity Report (CSB90426) This report displays each transaction processed from external input files and a corresponding error code and message, if applicable. The report is shown in Exhibit IV-D26-3.

The following report is produced upon request of the department:

☼ Reference Descriptor Table Listing Report (CSB90226/CSI90226) - This report is produced when function P=Print Table or W=Print Rec (1 record only) is entered on a Reference screen. The report is displayed in Exhibit IV-D26-3.

**NOTE:** CSBnnn-n and CSInnn-n reports contain the same information and are identical in format. Therefore, only CSBnnn-n reports are displayed in the report examples.

The difference between the CSB and CSI reports is based on when the reports are generated. CSB reports are generated during CALSTARS nightly processing and, therefore, include all table maintenance performed up to the time at which nightly processing begins. CSI reports are generated immediately and include all maintenance performed up to the time at which the report is requested.

#### CONTROL

The Reference Descriptor Table Activity Report (CSB90126) and the Reference Descriptor Table Upload Activity Report (CSB90426) should be proofread to ensure that all maintenance was entered correctly.

A control log and the activity reports should be maintained for the same amount of time as the accounting transactions they control.

## EXHIBIT IV-D26-1

Data Element	Length	Contents
Control Key:		
DESCRIPTOR TABLE ID (D26)	2	The <b>Descriptor Table ID</b> is automatically set based on the CALSTARS I.5: Agency Descriptor Tables menu selection.
ORGANIZATION CODE (ORG CODE)	4	The <b>Organization Code</b> is automatically set based on the signon used. It cannot be altered.
REFERENCE (REF)	3	Enter the <b>Reference</b> code.
Informational Elements:		
TITLE	50	Enter the <b>Reference</b> title.
THE FIELD BELOW IS I	DISPLAYED O	N THE ENTRY SCREEN AND REPORTS.
LAST PROCESSED DATE (LP DATE)	2+2+4	The Last Processed Date is the last date the record was updated by table maintenance. This field is automatically set when a transaction is processed. It cannot be altered directly by the user.
THE FIELDS BELOW A	RE ONLY DIS	PLAYED ON THE REPORTS.
TRANSACTION DATE (TRANS DATE)	2+2+4	The Transaction Date identifies the date the transaction was processed.
TRANSACTION TIME (TRANS TIME)	2+2+2	The Transaction Time identifies the time the transaction was processed.
USER IDENTIFICATION (USERID)	7	The User Identification identifies who did the transaction.

CALSTARS 1.26 (revised 04-29-2005)	REFERENCE (D26) DESCR	IPTOR TABLE ENTRY FORM	ORG:
PREPARED BY:	DATE:	ENTERED BY:	DATE:
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)		
REFERENCE			
TITLE			
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)		
REFERENCE			
TITLE			
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)		
REFERENCE			
TITLE			
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)		
REFERENCE			
TITLE			
FUNCTION	(A=Add, C=Change, D=Delete, N=Next, P=Print Table) (R=Recall Maint/Print, V= View, W=Print Record)		
REFERENCE			
TITLE			
REPORT DES	TINATION IF P=PRINT TABLE FUNCTION SELECTED	(F=Report File only, P=Printer Ou (O=Overnight Printer Output)	tput and Report File)

## EXHIBIT IV-D26-3

70120		******		CALSTARS		IR QUALITY OR TABLE (D2	26) ACTIVITY		************ ORG NUMBER: ORG PAGE:	9990	1
04/2	)/2	004 (17:58)		-		-	-		****** RUN PAGE:		1
REF	F			TITLE		TRANS DATE	TRANS TIME	USERID	ERROR MESSAGES		
	-					 					
603	A	NON-BUDGET	ACT ITEM	LOCAL AS	SIST	04-20-2004	01:30:00 PM	CSAQABC			
603	C	BUDGET ACT	ITEM LOC	AL ASSIST	ANCE	04-20-2004	01:30:20 PM	CSAQABC			

CSB9	0226 *******	*****	DEPARTMENT OF AIR QUALITY	************	ORG NUMBER:	9990
		CALSTARS	REFERENCE DESCRIPTOR TABLE (D26) LISTING	REPORT	ORG PAGE:	1
04/2	20/2004 (17:58)	*******	*************	**********	RUN PAGE:	1
REF		TITLE	LP DATE			
			11 00 1007			
	BUGDET ACT IT		11-02-1987			
002	BUDGET ACT IT		11-02-1987			
003	BUDGET ACT IT	EM SUPPORT	11-02-1987			
011	BUDGET ACT IT	EM SUPPORT	08-16-2001			
101	BUDGET ACT IT	EM LOCAL ASSISTANC	E 11-02-1987			
102	BUDGET ACT IT	EM LOCAL ASSISTANC	E 11-02-1987			
301	BUDGET ACT IT	EM CAPITAL OUTLAY	11-02-1987			
302	BUDGET ACT IT	EM CAPITAL OUTLAY	11-02-1987			
311	BUDGET ACT IT	EM CAPITAL OUTLAY	11-02-1987			
501	NON-BUDGET AC	T ITEM SUPPORT	11-02-1987			
502	NON-BUDGET AC	T ITEM SUPPORT	11-02-1987			

## EXHIBIT IV-D26-3 (Continued)

CSB9	0426	*******	****	****	*****		DEPARTMEN'	T OF AIR QUAI	LITY	*****	******	ORG	NUMBER:	9990
				С	ALSTARS	REFERENCE	DESCRIPTOR	TABLE (D26)	UPLOAD ACTIVITY	Y REPORT		ORG	PAGE:	1
)4/2	0/20	04 (17:58)	****	****	*****	*******	******	*********	******	*******	******	RUN	PAGE:	1
REF	F				TITLE			TRANS DATE	TRANS TIME	USERID	ERROR MESSAGES	S		
	-													
503	A	NON-BUDGET	ACT I	ITEM	LOCAL	ASSISTANCE	:				M08 REC ALREADY EX	ISTS		
504	A	NON-BUDGET	ACT I	ITEM	LOCAL	ASSISTANCE	:	04-20-2004	1 05:58:00 PM	UPLOAD				